

To CDBG Housing RLF Grantees:

For those of you administering the Community Development Block Grant (CDBG) Housing Revolving Loan Fund (RLF), it is time to complete the CDBG Housing RLF Activity Report for the reporting period of **April 1, 2014 through March 31, 2015**.  
Go to

<http://doa.wi.gov/divisions/housing/cdbg-rlf/cdbg-rlf-online-activity-report>

to complete this report online. CDBG Housing RLF Grantees administering these funds must complete and submit the online version and send to the Division of Housing via the postage mail a signed copy of this report with requested documentation.

To submit this report online, click the "Submit!" button at the bottom of the report. Do not forget to put the Verification Text displayed in red in the adjacent form field located above the "Reset" button. You will not be able to submit your online report if this is not completed properly. After hitting the "Submit!" button, you will go to a new screen; this screen contains all the information you filled in online.

At the top of the new screen, you will be reminded to print your CDBG Housing RLF Activity Report. After the report is printed, you must close the internet browser. This will clear out previous entered information.

Send a signed printed copy of this report with the following supportive documentation: CDBG Housing RLF bank statement with the balance as of 3/31/15 and the CDBG Housing RLF Accounting Journal with RLF entries from 4/1/2014 to 3/31/2015. **Send all the above requested documents together via the postage mail to the Division of Housing address below by Monday, April 20, 2015.**

If you have further questions, feel free to contact Gina Truly at 608-267-4574 or e-mail at [gina.truly@wi.gov](mailto:gina.truly@wi.gov).

Mail all requested documentation to:

Department of Administration  
Division of Housing  
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